

2 FAM 420 OPENING A POST

2 FAM 421 TIMING

(TL:GEN-273; 09-14-1991)

(State Only)

a. Bureaus requesting authorization to open a post should formally enter into the process as early as possible to allow for inclusions of resource requests into future budget submissions.

b. In cases where this is not feasible, the requesting bureau should be prepared to work closely with:

(1) The Bureau of Finance and Management Policy (FMP) to determine the availability of funds; and

(2) The Bureau of Personnel to determine the availability of personnel.

2 FAM 422 IMPLEMENTATION OF FINAL DECISION

2 FAM 422.1 Establishment of Post

2 FAM 422.1-1 General Policy

(TL:GEN-164; 01-09-1974)

(State Only)

When a decision to open a post has been reached, the acceptance of the foreign government is necessary and must precede any public disclosure of the proposed action.

2 FAM 422.1-2 Missions

(TL:GEN-164; 01-09-1974)

(State Only)

a. Normally, a diplomatic mission is officially established as of the date of the ceremonial presentation of credentials by the chief of mission to the host government, although international comity permits the establishment of a mission after a mere exchange of notes.

b. The regional bureau is responsible for the prompt issuance of any instructions to the chief of mission designate which are necessary for the establishment of the mission.

2 FAM 422.1-3 Consulates and Branch Offices

(TL:GEN-164; 01-09-1974)
(State Only)

a. In the case of a consulate, consulate general, branch or special office, the regional bureau instructs the diplomatic mission in the host country to request personnel actions, instructs the mission to request provisional recognition. (NOTE: When a consular district is delimited to include more than one state, the consent of each state is required for the commencement of the performance of consular functions. (See subchapter 2 FAM 450.))

b. The date on which such a post is officially established is determined by the supervisory post or mission (with the concurrence of the regional bureau) and usually coincides with the arrival at the post of the officer-in-charge. The host government is informed of this date. The principal officer is requested to open the post to the public as soon as the acquisition of suitable quarters, arrival of personnel, etc., permit, and to communicate such opening date in advance to the supervisory post or mission and to the Department. They supervisory mission communicates this date to the host government.

2 FAM 422.1-4 Consular Agencies

(TL:GEN-164; 01-09-1974)
(State Only)

a. In the case of a consular agency, the regional bureau instructs the supervising post to nominate a suitable candidate, acceptable to the host government, for the position of consular agent (see 3 FAM 992.1). Following the requisite personnel actions, the regional bureau instructs the mission to request provisional recognition.

b. The date on which a consular agency is opened officially is determined by the supervising post, and usually coincides with the date the consular agent takes the oath of office. The host government is informed of this date. (A consular agency may not be open to the public simultaneously with a Foreign Service post in the same city or town; that is, one of the two must close as of the day prior to the official opening date of the other.)

2 FAM 422.2 Administrative Procedures

(TL:GEN-164; 01-09-1974)

(State Only)

a. When the final decision has been made to open a post, the regional bureau notifies affected posts and offices of the pertinent facts and probable effective departmental date of the action.

b. Affected offices take prompt action on the decision and give the regional bureau timely information as to any instructions which are relayed to the field. This responsibility includes the coordinating and forwarding of timely information and instructions to the posts affected, such as:

(1) Economic, political, and intelligence reporting requirements and establishment of other agency programs;

(2) Consular services or activities to be performed or reassigned; consular district delimitations; security coverage;

(3) Assignment of personnel (including fiscal), including pertinent information about travel arrangements, recognition, provisional allowances, provisional wage scale (FSL);

(4) Provisional allotments of funds and authority to incur necessary operating expenses;

(5) Lease or purchase of appropriate office and residential quarters (including furnishings, if any);

(6) Shipments of current publications, regulations (for example, Foreign Affairs Manual) and/or instructions, vehicles, supplies and equipment, including cryptographic and classified materials, signs, coats of arms, seals, etc.; and

(7) Routing of communications by courier, pouch, mail, and telegraph; records management.

c. The regional bureau is responsible for coordinating all activities in the opening of a post. The following suggested checklist may be reproduced (with names, telephone extensions, etc.) and used by the bureau, although the items listed are not necessarily in order of priority nor applicable in each case (see 2 FAM 422 Exhibit 422.2).

d. The reports and responsibilities listed in subchapter 2 FAM 090 indicate the administrative action which must be taken, as soon as applicable or necessary, after establishment of a post. Subchapter 2 FAM 090 serves as a guide in complying with the post reporting and action responsibilities. It does not include unscheduled reports nor does it list all administrative responsibilities.

e. Responsible officers in the field are expected to draw from their experience (as well as refer to other chapters and volumes of the manual) for whatever additional guidance they may require. The relative priorities of the reports and actions are determined by the principal officer or the supervisory post. However, any special instructions which the Department sends to the field normally are given higher priority.

2 FAM 423 THROUGH 429 UNASSIGNED

2 FAM 422 Exhibit 422.2

PROCEDURAL ACTION AND RESPONSIBILITIES FOR OPENING, CLOSING, OR CHANGING POST STATUS

(TL:GEN-273; 09-14-1991)

Action	Action Responsibility When Requested	Notes
a. Preliminary decision	Assistant Secretary, regional bureau	2 FAM 422
b. Final decision	The President for diplomatic missions; The Under Secretary for Management for consular posts and agencies, and branch and special offices.	2 FAM 410 and 2 FAM 423
c. Acceptance of proposal by foreign office	Executive director, regional bureau	Normally through diplomatic mission (2 FAM 424 and
d. Public disclosure	Public affairs adviser and Executive director, regional bureau	Through mission for public disclosure abroad(2 FAM 420 and
e. Public Notice in the Federal Register of field organization of Department (Foreign)	Directives Branch (OIS/RA/DIR)	Periodic updating of previous Public Notice based on FAM's issued (2 FAM 1121-2 FAM 1125)
f. Establish post complement:		
(1) Recognition	Executive director, regional bureau	
(2) Assignment	Appropriate personnel office and regional bureau	
(3) Travel	Bureau of Personnel (PER/EX)	
(4) Provisional allowances	Allowance Staff (A/ALS)	

(5) FSL salary schedule	Executive director, regional bureau	
g. Consular district delimitations	Executive director, regional bureau;	(2 FAM 451) Clear with the Office of the Geographer (INR/GE) for precise terminology of areas involved; If passport, visa, or other, citizen services, clear also through the Bureau of Consular Affairs
h. Foreign Affairs Manual Transmittal Letter covering FAM change announcing official and/or public opening of a post, consular agency, branch, or special office	Executive director, regional bureau; Directives Branch (OIS/RA/DIR)	Include as appropriate, information on consular jurisdiction, delimited consular districts, and any appropriate notes on consular services performed, for inclusion in the consular districts list (2 FAM 051 Exhibit 051)
i. Foreign Affairs Manual Transmittal Letter covering FAM change announcing closing or change of status of post, consular agency, branch, or special office	Executive director, regional bureau; Directives Branch (OIS/RA/DIR)	2 FAM 420, 2 FAM 430 and 2 FAM 440
j. Intelligence interests	Bureau of Intelligence and Research	11 FAM 400
k. Economic reporting requirements	Bureau of Economic and Business Affairs	Bureau should indicate whether separate Combined Economic Reporting Program (CERP) is necessary
l. Political reporting requirements	Country director, regional bureau	
m. Information, affairs	Public affairs cultural and public adviser;	Coordinate closely with

programs	Executive director, regional bureau	the Bureau of Public Affairs and USIA
n. AID programs	Assistant Administrator for Program and Management Services, AID	
o. USIA programs	Assistant Director (Administration), USIA	
p. Allotments to post	Executive director, regional bureau	
q. Financial arrangements	Financial Operations (FMP/FO)	Designation of USDO or agent cashier and authorized certifying officer; Establishment of bank account, etc.; Fiscal supplies and accounting instructions
r. Consular services	Visa Office (CA/VO); Passport Office (CA/PPT); Office of Overseas Citizens Services (CA/OCS)	Clear passport issuing authority of post beforehand
s. Security coverage	Bureau of Diplomatic Security (DS)	
t. Marine guards	Bureau of Diplomatic Security (DS)	
u. Passenger and non-passenger vehicles	Supply and Transportation Division (A/OPR/ST)	Requires appropriately obligated documents
v. Contracting and leasing Office and residential space	Area officer, Office of Foreign Buildings (A/FBO); Executive director, regional bureau	
w. Pouch facilities	Bureau of Diplomatic Security (DS)	
x. Telegraphic facilities	Bureau of Diplomatic Security (DS)	
y. Courier facilities	Bureau of Diplomatic Security (DS)	

z. Cryptographic facilities	Bureau of Diplomatic Security (DS)	
aa. Office furniture, supplies, and equipment (including seals and shield)	Supply and Transportation Division (OPR/ST); Executive Director, regional bureau	Requires obligated requisition from fiscal reporting post or bureau
bb. Household furnishings for principal officer and staff	Office of Foreign Buildings; Executive director, regional bureau	
cc. Household equipment	Office of Foreign Buildings; Executive director, regional bureau	
dd. Publications:		
(1) Foreign Affairs Manual	Directives Branch (OIS/RA/DIR)	Request appropriate volumes by telegram or memorandum; For TLs call/write PS/PR
(2) Foreign Affairs Handbooks	Directives Branch (OIS/RA/DIR)	Request appropriate volumes by telegram or memorandum; For TLs call/write PS/PR
(3) Department of State Procurement Regulations (DOSPR-See 6 FAM)	Supply and Transportation Division (OPR/ST); Directives Branch (OIS/RA/DIR)	
(4) Standardized Regulations (Government Civilians, Foreign Areas)	Allowances Staff (A/ALS)	
(5) Federal Travel Regulations	Publishing Services (IS/OIS/PS)	Subscribe through OIS/PS/GP
(6) Jones Legal Forms	Regional bureau	
(7) Martindale-Hubbell Directory	Regional bureau	
(8) Laws Applicable to Immigration and Nationality, 1953	Regional bureau	

Edition and
Supplements

(9) Supply Center Regional and Washington Supply Centers
Stock Catalog

(10) Other Regional bureau
publications

ee. Records operation Records Management Staff (OIS/RA/RD)

ff. Title and rank Executive director, regional bureau;
Chief, Presidential Appointments Staff
(PER/CDA/PAS);
Title and rank officer (PER/CDA/FS)